

PeopleSoft

Printing the Salary History Report

June 29, 2004



Breadcrumbs: **Home > Compensate Employees > Manage Payroll Process (US) > Report 1 > Salary History Report**

REQUESTING A SALARY HISTORY REPORT

Use the following navigation to 'Salary History Report' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'.

A screenshot of the PeopleSoft Salary History report screen. The top navigation bar shows 'Home', 'Worklist', 'Help', and 'Sign Out'. Below the navigation bar, the breadcrumb trail is 'Home > Compensate Employees > Manage Payroll Process (US) > Report 1 > Salary History report'. The main heading is 'Salary History report'. Underneath, there is a section titled 'Find an Existing Value'. This section contains a text input field for 'Run Control ID' with the value '1', a checkbox for 'Case Sensitive', and two buttons: 'Search' and 'Advanced Search'. Below this section, there is a link labeled 'Add a New Value'. An arrow points from the 'Add a New Value' link to the 'Run Control ID' field.

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

The screen on the following page shows where you need to enter your 5-digit Business Unit (you will only get results for the Business Units for which you have security access) and enter the Supplemental payroll paycheck issue date (ex. The February paid March Supplemental date would be 03/08/2004) you wish to print. This report can be run for current or prior months. Then Click 'Run'.

NOTE: The 'system' currently seems to be placing a blank space in the Business Unit field. You may have to backspace to clear that blank in order to be able to put all 5 digits of your business unit in.

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Home Worldlist Help

Home > Compensate Employees > Manage Payroll Process (US) > Report1 > Salary History report [New Window](#)

Salary History

Run Control ID: 1

Report Manager Process Monitor Run

Company: ND

Business Unit: 11000

Paycheck Issue Date: 03062004

Save Return to Search Next in List Previous in List Add Update/Display

The following screen shows the parameters for the report and the *Format defaults to 'HTM'. The report is formatted to show best in adobe PDF format, so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.

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Home Worldlist Help Sign Out

Home > Compensate Employees > Manage Payroll Process (US) > Report1 > Salary History report [New Window](#)

Process Scheduler Request

User ID: berger Run Control ID: 1

Server Name: PENT Run Date: 03062004

Recurrence: Run Times: 6:30:30AM

Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Salary-History-Report	NDGPR217	Crystal	Web	PDF

OK Cancel

When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.

At this Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.

When you come to the Process Detail screen, click on “View Log/Trace” to get the next screen with the report file name.

Process Detail

Process

Instance: 17801 Type: Crystal
 Name: NDSR217 Description: Salary History Report

Run Update Process

Run Control ID: 1
 Location: Server
 Server: PSNT
 Recurrence:

Hold Request
 Cancel Request
 Delete Request
 Restart Request

Data/Time Actions

Request Created On: 02/09/2004 6:30:58AM CST
 Run Anytime After: 02/09/2004 6:30:30AM CST
 Began Process At: 02/09/2004 6:31:04AM CST
 Ended Process At: 02/09/2004 6:32:08AM CST

Parameters Transfer
 Message Log
 Batch Timings
 View Log/Trace

OK Cancel

Then click the report name below to view the report.

Report/Log Viewer

Instance: 17801 Type: Crystal
 Name: NDSR217 Run Ctrl ID: 1
 Status: Success Submitted By: lberger
 Server: PSNT Recurrence:

Salary History Report

Name	Size	CreationDate
Message Log	0 bytes	Mon Feb 09 06:31:03 2004
NDSR217_17801.PDF	67579 bytes	Mon Feb 09 06:31:04 2004

The report, shown below, may then be saved wherever you prefer to store it or you may print it at your own printer.

2/9/2004

STATE OF NORTH DAKOTA

NDSPE217 Page 1

DEPT: Your Department 999

SALARY HISTORY REPORT

POS.	NAME	CURRENT JOB CLASS	STATUS	CURRENT RAT	DATE	PREV. RATE	EFF DATE	PREV. RATE	EFF DATE	PREV. RATE	EFF DATE
000064	Ronald Reagan	CL6306	F A	3,362.50	7/1/2003	3,237.50	4/1/2003				
		AGRI MARKETING SPEC II		3.86 %							
000064	Jimmy Carter	CL0092	F A	2,713.33	7/1/2003	2,630.00	4/1/2003				
		ADMIN ASSIST I (INACTIVE)		3.17 %							
000064	Gerald Ford	NC9006	P A	0.00	4/1/2003						
		BRD'COMM-NOT CLASSIFIED									
000064	Richard Nixon	CL0212	F A	2,962.50	7/1/2003	2,879.17	4/1/2003				
		ACCOUNT TECHNICIAN II		2.89 %							
000064	Lyndon Johnson	NC9006	P A	0.00	4/1/2003						
		BRD'COMM-NOT CLASSIFIED									
000064	John F. Kennedy	NC9002	F A	8,812.50	7/1/2003	8,645.83	4/1/2003				
		APPOINTED-NOT CLASSIFIED		1.93 %							
000064	Dwight Eisenhower	CL0823	F A	3,850.00	7/1/2003	3,725.00	4/1/2003				
		PUBLIC INFO SPEC III		3.36 %							
000064	Harry Truman	NC9006	P A	0.00	4/1/2003						
		BRD'COMM-NOT CLASSIFIED									